




ASC Tutorial


ZMM8 Approval Status Report


Purchasing Document Approval Status Report

Purchasing Data

Purchasing Organization: to 

Purchasing Document Date: to 


Purchasing Document: to 


Document Type:


☐ PReq - Purchase Requisition


☐ PO - Purchase Order

☐ OA - Outline Agreement

Purchasing Group: to 

Release Code: to 

Approver: to 

Our Reference Code: to 

Report Options

☒ Approved Document

☐ Document Needing Approval

☐ Approved & Unapproved Document

Selection Screen Fields

*Purchasing Organization	Enter the 4-digit purchasing organization.
*Purchasing Document Date	Enter the document date – this can be further defined by right clicking on the text field and choosing an option. If the document date is entered, the document number becomes optional.
*Purchasing Document	If a specific document is to be queried, the number can be entered. If the document number is entered, the document date becomes optional.
*Document Type	Select the check box next to the document type requested.
Purchasing Group	Enter a Purchasing Group.
Release Code	Enter a Release Code.
Approver	Enter an approver's username, this can be either the "Authorized Approver" or the "Actual Approver".
Our Reference Code	If a specific category of document is being queried (i.e. ST), enter the appropriate code.

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Report Options
<input checked="" type="radio"/> Approved Document
<input type="radio"/> Document Needing Approval
<input type="radio"/> Approved & Unapproved Document

Report Options:

Approved Documents	Will return those documents that have been approved on at least one level. This will be Release Code specific (e.g. if a document requires AG/SP approval and has been AG approved but not SP approved, the AG release will be displayed.)
Documents Needing Approval	Will return those documents that have not been approved on one or more levels. This will be Release Code specific (e.g. if a document requires AG/SP approval and has been AG approved but not SP approved, the SP release will be displayed.)
Approved & Unapproved Document	Will return all approved and unapproved documents

*Denotes a required field

Selection Screen Usage

Purchasing Data			
Purchasing Organization	0610	to	
Purchasing Document Date	04/01/2011	to	04/30/2011 
Purchasing Document		to	

The Purchasing Organization is a required field. One of the next two fields are required, either Document Date or Document Number. It is recommended to limit the time frame of your search. A 30 day search will execute much quicker than a 90 or 180 day search. If possible use the exact document number.

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Document Type:	
<input type="checkbox"/>	PReq - Purchase Requisition
<input checked="" type="checkbox"/>	PO - Purchase Order
<input type="checkbox"/>	OA - Outline Agreement

Additionally, limiting the document type to a specific one will decrease runtime.

Purchasing Group		to	
Release Code		to	
Approver		to	
Our Reference Code		to	

Any additional limitations on the document search will decrease the report length.

Selection Screen Limitations

Only documents that have been approved through workflow will be included on the report output. Any document that was approved using transaction codes ME54N (PR), ME28/ME29N (PO) or ME35K (OA) will not be included on the report.

If you add a purchasing document that begins with a '45' but check the PReq or OA document type boxes you will receive the error message "NO RECORDS FOUND FOR SELECTION CRITERIA".

Purchasing Document	4501116578
Document Type:	
<input checked="" type="checkbox"/>	PReq - Purchase Requisition
<input type="checkbox"/>	PO - Purchase Order
<input type="checkbox"/>	OA - Outline Agreement

The Our Reference Code is case sensitive. As a result, "SO" and "so" are two separate criteria that must be individually entered. A complete listing of the Our Reference Codes includes:

AA, ABA, AX, BU, CB, EL, EM, ER, FE, IG, PSA, PSC, QC, RP, SBS, SF, SG, SO, SP, SS, SSA, ST and WS.

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Report Output

Purchasing Document Approval Status Report												
Arkansas Administrative Statewide Information System												
Program: ZMMFRR0016_APPROVAL_STATUS												
System: ECD												
Date: 05/31/2011												
Client: 100												
Time: 11:39:34												
FROM: 05/31/2011 TO: 05/31/2011												
Document Number	Creator	Creation Date	Creation Time	Authorized Approver	Received Date	Received Time	Actual Approver	Approval Date	Approval Time	Rel. code	Status	
4500884150	JEJEFFERY	05/31/2011	11:28:24									
	JEJEFFERY	05/31/2011	11:28:24	TEST-SP-041	05/31/2011	11:29:59				AG	Approved	
	JEJEFFERY	05/31/2011	11:28:24	TEST-WF-012	05/31/2011	11:29:59				AG	Approved	
	JEJEFFERY	05/31/2011	11:28:24				JEJEFFERY	05/31/2011	11:31:38	AG	Approved	
	JEJEFFERY	05/31/2011	11:28:24	AWMCLEOD	05/31/2011	11:31:42				SP	Approved	
	JEJEFFERY	05/31/2011	11:28:24	DWFENNELL	05/31/2011	11:31:42				SP	Approved	
	JEJEFFERY	05/31/2011	11:28:24	JMROBERTS	05/31/2011	11:31:42				SP	Approved	
	JEJEFFERY	05/31/2011	11:28:24	KTUNG	05/31/2011	11:31:42				SP	Approved	
	JEJEFFERY	05/31/2011	11:28:24	L1SEKEL	05/31/2011	11:31:42				SP	Approved	
	JEJEFFERY	05/31/2011	11:28:24	PRROGERS	05/31/2011	11:31:42				SP	Approved	
	JEJEFFERY	05/31/2011	11:28:24	TEST-PROCUR1	05/31/2011	11:31:42				SP	Approved	
	JEJEFFERY	05/31/2011	11:28:24	TEST-WF-013	05/31/2011	11:31:42				SP	Approved	
	JEJEFFERY	05/31/2011	11:28:24	WCRAINS	05/31/2011	11:31:42				SP	Approved	
	JEJEFFERY	05/31/2011	11:28:24				JEJEFFERY	05/31/2011	11:32:03	SP	Approved	

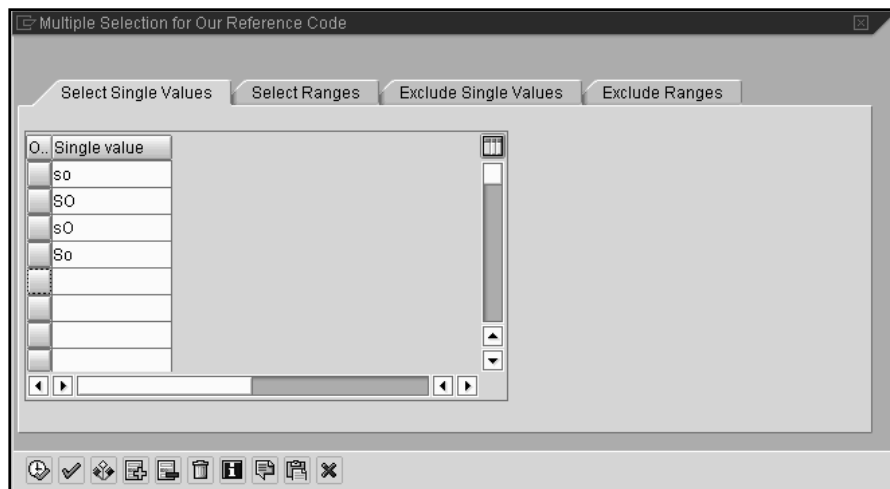
The report output includes the following columns:

Document Number	The purchasing document number.
Creator	The person who created the purchasing document.
Creation Date	Date the purchasing document was created.
Creation Time	Time the purchasing document was created.
Actual Approver	User ID of the Purchasing Manager that approved the document for a given release code.
Approval Date	Date the Purchasing Manager approved the document for a given release code.
Approval Time	Time the Purchasing Manager approved the document for a given release code.
Authorized Approver	List of Purchasing Managers chosen from the approver selections listing in workflow. The first level Release Code "AG" must be chosen from workflow to be included. If a document requires an additional level of release (OA/SP/SB) it will be automatically included on the report.
Received Date	Date the Authorized Approvers were chosen in workflow.
Release Time	Time the Authorized Approvers were chosen in workflow.
Release Code	If an Authorized Approver was chosen using the approver selection in workflow, the Release Code "AG" will be shown. If a document requires an additional level of approval, that second level will automatically be included when the first level of release is approved. Additional Release Codes include OA, SP and SB.
Status	Indicates the release status of the purchasing document. Potential status' include "Not Approved", "Approved" and "Rejected".

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Report Output Usage and Limitation



As mentioned above, the Our Reference input field is case sensitive, if you run the report and do not see a particular document number, green arrow back to the selection screen and expand the input criteria for the Our Reference field:

Purchasing Document Approval Status Report											
Arkansas Administrative Statewide Information System											
Program: ZMMPRR0016_APPROVAL_STATUS											
System: ECD				Client: 100							
Date: 05/31/2011				Time: 11:37:48							
				FROM: 05/31/2011		TO: 05/31/2011					
Document Number	Creator	Creation Date	Creation Time	Authorized Approver	Received Date	Received Time	Actual Approver	Approval Date	Approval Time	Rel. code	Status
4500884151	JEJEFFERY	05/31/2011	11:37:03								
	JEJEFFERY	05/31/2011	11:37:03	AWMCLEOD	05/31/2011	11:37:07				SP	Approved
	JEJEFFERY	05/31/2011	11:37:03	DWFENNELL	05/31/2011	11:37:07				SP	Approved
	JEJEFFERY	05/31/2011	11:37:03	JMROBERTS	05/31/2011	11:37:07				SP	Approved
	JEJEFFERY	05/31/2011	11:37:03	KTUNG	05/31/2011	11:37:07				SP	Approved
	JEJEFFERY	05/31/2011	11:37:03	L1SEKEL	05/31/2011	11:37:07				SP	Approved
	JEJEFFERY	05/31/2011	11:37:03	PRROGERS	05/31/2011	11:37:07				SP	Approved
	JEJEFFERY	05/31/2011	11:37:03	TEST-PROCUR1	05/31/2011	11:37:07				SP	Approved
	JEJEFFERY	05/31/2011	11:37:03	TEST-WF-013	05/31/2011	11:37:07				SP	Approved
	JEJEFFERY	05/31/2011	11:37:03	WCRAINS	05/31/2011	11:37:07				SP	Approved
	JEJEFFERY	05/31/2011	11:37:03				JEJEFFERY	05/31/2011	11:37:36	SP	Approved

If a document requires two levels of approval (i.e. AG and SP), and the AG level is approved using either ME28/ME29N (PO) or ME35K (OA), the AG level will not show on the report output. If this same document is approved at the SP level using workflow, then that approval will appear on the report output.

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If a document is approved then subsequently rejected and reapproved, there will be multiple approval entries for the same release code.

Purchasing Document Approval Status Report											
Arkansas Administrative Statewide Information System											
Program: ZMMPRR0016_APPROVAL_STATUS											
System: ECO											
Date: 05/31/2011											
Client: 100											
Time: 11:33:43											
FROM: 05/31/2011 TO: 05/31/2011											
Document Number	Creator	Creation Date	Creation Time	Authorized Approver	Received Date	Received Time	Actual Approver	Approval Date	Approval Time	Rel. code	Status
4500004150	JEJEFFERY	05/31/2011	11:20:24								
	JEJEFFERY	05/31/2011	11:28:24	TEST-SP-041	05/31/2011	11:28:59				AO	Approved
	JEJEFFERY	05/31/2011	11:28:24	TEST-WF-012	05/31/2011	11:28:59				AO	Approved
	JEJEFFERY	05/31/2011	11:28:24				JEJEFFERY	05/31/2011	11:31:30	AO	Approved
	JEJEFFERY	05/31/2011	11:28:24	AWMCLEOD	05/31/2011	11:31:42				SP	Approved
	JEJEFFERY	05/31/2011	11:28:24	DWFENNELL	05/31/2011	11:31:42				SP	Approved
	JEJEFFERY	05/31/2011	11:20:24	JMROBERTS	05/31/2011	11:31:42				SP	Approved
	JEJEFFERY	05/31/2011	11:28:24	KTUNG	05/31/2011	11:31:42				SP	Approved
	JEJEFFERY	05/31/2011	11:28:24	LISEKEL	05/31/2011	11:31:42				SP	Approved
	JEJEFFERY	05/31/2011	11:20:24	PRROGERS	05/31/2011	11:31:42				SP	Approved
	JEJEFFERY	05/31/2011	11:28:24	TEST-PROCUR1	05/31/2011	11:31:42				SP	Approved
	JEJEFFERY	05/31/2011	11:28:24	TEST-WF-013	05/31/2011	11:31:42				SP	Approved
	JEJEFFERY	05/31/2011	11:20:24	WCRAINS	05/31/2011	11:31:42				SP	Approved
	JEJEFFERY	05/31/2011	11:28:24				JEJEFFERY	05/31/2011	11:32:03	SP	Approved
	JEJEFFERY	05/31/2011	11:28:24	AWMCLEOD	05/31/2011	11:32:07				SP	Approved
	JEJEFFERY	05/31/2011	11:20:24	DWFENNELL	05/31/2011	11:32:07				SP	Approved
	JEJEFFERY	05/31/2011	11:28:24	JMROBERTS	05/31/2011	11:33:07				SP	Approved
	JEJEFFERY	05/31/2011	11:28:24	KTUNG	05/31/2011	11:33:07				SP	Approved
	JEJEFFERY	05/31/2011	11:20:24	LISEKEL	05/31/2011	11:33:07				SP	Approved
	JEJEFFERY	05/31/2011	11:28:24	PRROGERS	05/31/2011	11:33:07				SP	Approved
	JEJEFFERY	05/31/2011	11:28:24	TEST-PROCUR1	05/31/2011	11:33:07				SP	Approved
	JEJEFFERY	05/31/2011	11:20:24	TEST-WF-013	05/31/2011	11:33:07				SP	Approved
	JEJEFFERY	05/31/2011	11:28:24	WCRAINS	05/31/2011	11:33:07				SP	Approved
	JEJEFFERY	05/31/2011	11:28:24				JEJEFFERY	05/31/2011	11:33:35	SP	Approved